



BSO Tutorial for Tax Year 2003

Submit a Wage File

Contains the following lesson:

- [Submit W-2 Wage Files](#)

Lesson 1: Submit a W-2 Wage File

Follow the instructions below to submit a W-2 wage file to the Social Security Administration. Please refer to the *Business Services Online User Handbook for Tax Year 2003* for additional information on preparing Magnetic Media Reporting and Electronic Filing (MMREF) formatted data files.

Step 1: Point your browser to the Business Services Online Welcome page:
www.socialsecurity.gov/bsowelcome.htm.



Step 2: Select the **Login** link on the Business Services Online Welcome page.



If you have already registered, login to use BSO services and to maintain your BSO account.

The system displays the BSO - Privacy Policy Statement page.

Step 3: Select the **I Accept** button (located at the bottom of the page) after reading the conditions defined on the BSO - Privacy Policy Statement page.

By selecting the "I Accept" button, you are certifying that you understand and agree to the terms of use for Business Services Online that pertain to the type(s) of access you are authorized.



The system displays the Business Services Online Login page.



The screenshot shows the Social Security Online Business Services Online (BSO) login page. At the top, there is a header with the Social Security Administration logo and the text "Social Security Online Business Services Online" and "Social Security's Business Services Online (BSO)". Below the header is a "Help" button. The main section is titled "Business Services Online Login". It instructs users to "Type your registration PIN and password, then select Login." There are two input fields: "Personal Identification Number (PIN):" and "Password:". Below these fields are "Login" and "Cancel" buttons. A link "Forgot your Password?" is also present. A note states: "NOTE: A password is required after 30 days from the date you registered. If you have not received your temporary password within 21 days call the Employer Reporting Branch at 1-800-772-6270 between Monday and Friday, 7:00 a.m. to 7:00 p.m. Eastern Time. You may also call this number if you have forgotten your PIN or Password. For TDD/TTY call 1-800-325-0778." At the bottom, it says: "Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778."

Step 4: Enter your PIN and password.

Step 5: Select the **Login** button to display the main menu. The system displays the BSO Home Page. (To return to the BSO Welcome page, select the **Cancel** button.)

Step 6: Select the **Submit a W-2 Wage File** link.

Wage Reporting Services:

▶ [Submit a W-2 Wage File](#)
Send us your W-2 Wage File.

The system displays the File Details Page.

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File Details

Please select the type of file you wish to submit.

File Type: New Submission ▼

(Resubmissions Only) **WFID:**

(Resubmissions Only) **Receipt Year:** ▼

File Type Instructions:
Choose New Submission to submit a new file containing annual wage report data. New submissions are being accepted for Tax Year 2003 and prior tax years only.
Choose Resubmission if you received a resubmission notice from the Social Security Administration and are resubmitting your data now. Refer to the notice for the Wage File Identifier (WFID) and receipt year. The receipt year is the year that the Social Security Administration began processing your original submission.
Choose Test to verify your transmission capability by submitting a small test file. Any file can be used as a test file. Test files are deleted upon receipt.
Note: Test files are for transmission testing only, not for verifying your file format. To obtain software for verifying your file format, select BSO Information Links from the navigation bar, then select Software to download AccuWage (for checking the format of W-2 submissions) and AccuW2C (for checking the format of Form W-2C submissions).

Is this a reconciliation file?
Choose Yes only if the Social Security Administration notified you of a discrepancy between Internal Revenue Service and Social Security Administration earnings information and you are submitting this file to reconcile the difference.

☐ Yes
☒ No

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
For TDD/TTY call **1-800-325-0778**.

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Step 7: Select the type of file that you are submitting from the **File Type** drop down list. The File Type options are New Submission, Resubmission, and Test.

Step 8: Enter the appropriate WFID and Receipt Year only if you received a resubmission notice from SSA and are resubmitting a wage file.

Step 9: Select **Yes** or **No** to answer the question 'Is this a reconciliation file?'.

Step 10: Select the **Continue** button. The system displays the File Submission page.

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File Submission

We recommend that you compress your file using PKZip or WINZip. Compressing your file can dramatically reduce transmission time. For example, a 100 MB file zips to about 540 KB, which could reduce the transmission time from an hour to less than a minute, depending on your Internet connection. Expect longer transmission times if you are connected to the Internet via a conventional modem.

Important: Do not compress multiple files together.

To download PKZip, select [BSO Information Links](#) from the navigation bar, then select [Software](#) and [PKZip](#).

Use the **'Browse'** button to select the file you wish to submit, then click on the **'Submit File Now'** button to transmit the file.

File to Submit:

Submit Time:

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
 For TDD/TTY call **1-800-325-0778**.

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Step 11: Type the name of the file you wish to submit or select the **Browse** button to select the file.

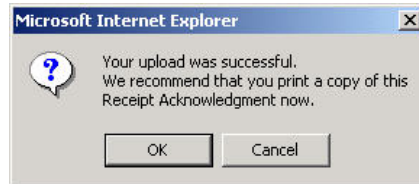


Submit Time is a counter that displays the upload processing time. To reduce the time to upload a file, SSA recommends that you compress wage files prior to submitting them by using PKZip, WinZip, or any PKZip-compatible software. The counter will only work if JavaScript is enabled and you are using Internet Explorer as your Internet browser.



W-2 wage files may contain multiple wage reports, but do not compress more than one file together.

Step 12: Select the **Submit File Now** button. The system displays a pop-up window confirming that the upload was completed.



Step 13: Select the **OK** button to close the pop-up window. The system displays the Print pop-up window. (To skip printing the acknowledgement, select the **Cancel** button.)

Step 14: Select the **Print** button to print the receipt. The system displays the File Receipt Acknowledgement page.

A screenshot of the Social Security Business Services Online (BSO) File Receipt Acknowledgment page. The page has a header with the Social Security Online logo and the text "Business Services Online". Below the header is a navigation bar with links: "BSO Home", "BSO Information Links", "Contact SSA", "Keyboard Navigation", and "Logout". The main content area is titled "File Receipt Acknowledgment". Below this title is a section titled "Receipt Acknowledgment" with a date and time: "Date: 09/24/2004 Time: 08:31 AM Eastern Time". The text on the page states: "Your submission was successful." It then provides instructions on how to save or print the acknowledgment. It specifies the file name as "04JNY881.01D" and the file size as "25600 bytes". It also provides the Wage File Identifier (WFID) as "JNY881". A note states: "Note: If this file was a resubmission, the WFID will be the same." At the bottom of the page, there are two buttons: "BSO Home" and "Help".

Step 15: Select the **BSO Home** button to return to the BSO Home Page.